



New York Council for the Humanities

Final Reporting Checklist

Books and Toolkits:

- Collect and return all books (every child may keep one book of their choice).
- Return any unused toolkits with the baggies out of the folders (so that the folders lay flat).
- Return the book inventory form via email to ehalstead@nyhumanities.org. In your email please include the date on which you sent the books, and the relevant tracking numbers.

The Facilitator or Host Site Handbooks are yours to keep.

Evaluations, Registration, Attendance:

- Collect and return the Participant Survey for session 1.
- Collect and return the Program Questionnaire for session 2.
- Collect and return the Program Questionnaire for session 6.
- Send a copy of your completed attendance records.
- Send a copy of all Family Registration Forms.

Final Reporting: (to be completed after the last *Together* session)

- Complete the Host Site Coordinator Survey online: <https://nych.wufoo.com/forms/together-host-site-survey/>
- Compile a 2 page final report on the results of your *Together* session. (Some of this report will be elaborating on your responses to the Host Site Coordinator Survey.)
 - Were you satisfied with your experience hosting the *Together* program? What did you think went well? What challenges did you face?
 - Did the program meet your expectations? Did the program meet your personal or organizational goals?
 - Did your *Together* series meet the Council's program goals (listed in the Host Site and Facilitator Handbooks)?
 - What feedback did you receive from participating families?
 - What recommendations would you make for future host sites?

Librarian Co-Facilitator:

- Have the librarian co-facilitator send via email or mail a copy of all preparation materials used for the program (i.e. discussion questions, supplemental activities).
- Ask the librarian co-facilitator to complete the Facilitator Survey online: <https://nych.wufoo.com/forms/together-facilitator-survey/>
- Verify that he/she has posted at least twice on the Together blog (<http://togetherbooktalk.wordpress.com>)

If you are both the Host Site Coordinator and the Librarian Co-Facilitator, please make sure that you meet all the requirements listed for both positions. The second half of the host site stipend will not be sent until all of the above requirements have been met.

Please let me know if you have any questions about any of these requirements, and don't hesitate to contact me.